

# **DPW FY15 Work Order & Financial Management Business Rules**

*Customer Edition*

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# Work Order Management

## Chapter 1 Work Order Reception

### 1.1 Customer submits electronic FB Form 4283 (dated SEP 14) to DPW Work Order Reception email account.

1. In order to be accepted by Customer Service, a Work Order must be on FB Form 4283, dated SEP 14, following the "Part A" instructions. Data required in addition to the FB Form 4283 include: maps, aerial photo including reference points such as streets (if available), drawings of work desired, and the applicable regulation or rule requiring the work requested, if any.
2. Changes to work orders on previous 4283 form versions must be resubmitted on the FB Form 4283 SEP 14 version but the original document number may be used.
3. If a change is not required to an old version of the FB Form 4283 accepted prior to 10/1/14, the new form does not have to be resubmitted.
4. For work orders submitted as a result of an ISR-I inspection, the "Summary of Work for Title" will be "ISR-I Repair, building \_-\_\_\_\_\_".
5. Special Communication Requests. Any customer that desires communication with someone other than the POCs already on the form must specify the request on each work order submitted in the "**Remarks**" block. For example, ALL WBS FUNDING INFORMATION IS TO BE SENT TO MRS. XXXX AT 907----, EMAIL ADDRESS.
6. If "Safety" is a justification for work, then the Installation Safety Report citing the deficiency must be submitted with the work order. The Risk Assessment Code (RAC) must be cited in the Installation Safety Report.
7. Customer Service Representatives (CSRs) will validate that the above requirements are fulfilled or return the work order request to the submitter for completion.
8. Once a complete work order request has been validated, the CSR will verify demolition status of the facility. The "Sustainment, Restoration, Modernization" stamp will not be used. The CSR will setup the Project status link and make a reimbursable determination on all customer submitted projects. Generally, DPW generated work orders will not be given a Reimbursable Determination Sheet unless known to be the result of non fair wear and tear or is otherwise thought to be reimbursable.
9. The project funding responsibility determined based on Regulations, Army Guidance, Funding Narratives and Inter Service Support Agreements (ISSAs). In general, Mission Driven or Modernization requirements are reimbursable, while Sustainment is a DPW responsibility to fund and Restoration of existing facility are IMCOM's responsibility to fund. Installed equipment that is directly related to the mission / purpose of the using organization is the customer's responsibility to fund.

For requests that are determined to be reimbursable, in addition to contract costs, Non-Army customers will fund manpower according to the established ISSA.

10. Based on the responsibility to fund determination, the CSR will enter "**TYPE:**" on the work order as either a "P" or "R". "P" will be utilized for DPW Responsibility to Fund. "R" will be utilized for Customer Responsibility to Fund. Generally, DPW generated work orders are DPW Responsibility to Fund and are marked "P".
11. If the customer states in the work order that the customer will fund the project, a reimbursable determination will still be made. If the project is DPW's Responsibility to Fund, it will be marked as "P" and the CSR will contact the customer to find out if they want to fund it still. If yes, it will remain marked Type P, but added to the Customer's Responsibility to Fund Project Definition.
12. The CSR will document their determination, funding source, and upload the project on the file server.

## **1.2 Supplemental Information**

- A. FY15 Work Order Process Chart
- B. Customer Communication
- C. FB Form 4283
- D. Responsibility to Fund Chart
- E. Common Funding Determinations
- F. Installed Equipment Maintenance and Repair
- G. Installed Equipment Maintenance and Repair Legal Review
- H. General Prohibitions
- I. Relocatable Process
- J. Supplemental Maintenance
- K. Supply Pick-up
- L. Self-Help Paint Procedures
- M. Omitted

## Chapter 2      Reimbursable - Customer Responsibility to Fund

1. Customer Service Representatives (CSRs) will create a detailed cProject entry under the appropriate Customer Project Definition for Customer Responsibility to Fund projects. CSRs will email the project file server link for a rough order of magnitude (ROM) range estimate to CSB Reimbursable Engineer Techs who will review the project file and estimate the price range of the project.

<u>ROM Range</u>	<u>Engagement Fee Req'd</u>
\$1-\$2,500	full amount of ROM
\$2,500-\$25,000	\$ 3,500.00
\$25,001-\$300,000	\$ 5,600.00
\$300,001-\$500,000	\$ 9,645.00
\$500,001-\$1M	\$11,093.00
\$1M+	\$13,858.00

2. The Eng Tech will fill out the Request For Funds (RFF) form. The Eng Tech will email the RFF form to the customer and copy the DPW Reimbursable Coordination email account.
3. The RFF will include the Regulatory basis for reimbursable determination, the cost range, engagement fee, and likely acceptance within 45 days. If this is unacceptable to the customer, they may fund the entire project at one time. If the entire project is funded, the project will be cleared in 5 working days to ensure acceptance within 30 days. The RFF form will direct questions pertaining to the ROM Range to the Eng Tech and questions pertaining to the determination decision or funding the Engagement Fee to the DPW Reimbursable Coordination email account.
4. No further action will be taken until the engagement fee is received.
5. When the Customer is ready to fund the Engagement Fee, they are to email the DPW Reimbursable Coordination email account (Subject: WO# WBS requested **or** Subject: WO# Engagement Fee FMBB/MIPR). The DPW Reimbursable Coordinator will release the task from cProjects to GFEBS production and provide the WBS to the customer.

GFEBS environment customers will fund the WBS and email the FMBB to the DPW Reimbursable Coordination email account. This project will be considered SAF, and pre-clearances will take up to 10 days.

Non-GFEBS environment customers will email the MIPR to the DPW Reimbursable Coordination email account. This project will be considered SAF, and pre-clearances will take up to 10 days.

Advanced Pay environment customers are required to complete a Service Agreement and fund the entire amount. The Reimb Eng Tech will prepare the Service Agreement and provide with the RFF. Once customer funded, the DPW Reimbursable Coordinator will provide the check for the ROM and Service



Agreement to Budget. This project will be considered Funded, and pre-clearances will take up to 5 days.

6. The DPW Reimbursable Coordinator informs CSR by email that project has been funded.
7. CSR will create a physical project folder and provide it to the CSB Branch Chief. The Chief assigns a Reimbursable Engineer Tech to execute the preliminary tasks.
8. The Reimbursable Engineer Tech begins preliminary tasks. When the preliminary tasks have been completed, the project is sent to the Assignments meeting.
9. Once a Project Manager (PM) is assigned, the PM coordinates with customer to determine the exact pre-award, design, tails, and construction amount needed. The customer coordinates with their Resource Manager to adjust funding to the necessary amount for pre-award and design, at a minimum.
10. Customer's Budget sends final MIPR/FMBB/check to PM.
11. PM routes final MIPR/FMBB/check to DPW Budget through the DPW Reimbursable Coordinator.
12. DPW Budget accepts MIPR/check or releases FMBB.
13. If additional WBSs are needed, the PM coordinates with the Customer to add funds and with Budget for funds acceptance.
14. As required, customer adds funding or receives a refund.
15. PM coordinates with the COR inspector who validate the service actually provided, and actual cost associated.
16. Customer does not Fund. No action is taken on Reimbursable work orders that have not been funded. They will be stored on the file server for the current FY and one additional fiscal year. If the customer desires to re-engage DPW at a later time, then a new work order will be required. For FY15 that means FY14 and FY15 (-4P and -5P) will be on the file server.

## **2.1 Supplemental Information**

- N. FY14 Standard Cost Estimate
- O. Reimbursable Policy
- P. Reimbursable Project – Customer Acknowledgement of Tails
- Q. Pre-award Details
- R. Request For Funds (RFF) template

## **Chapter 3      DPW Responsibility to Fund**

Customer Service Representatives (CSR) will create a cProject entry under the appropriate Champion Project Definition for DPW Responsibility to Fund, create a project folder and route it to Chief, Customer Service Branch for an Engineer Tech to be assigned. The task is not to be released until a funding decision is made.

### **3.1    Supplemental Information**

S. Omitted

T. Omitted

## Chapter 4      Preliminary Tasks

1. Chief, Customer Service Branch assigns an Engineer Tech to execute the Preliminary Tasks. For construction projects, BOID Engineer Techs will discuss the following with the Work Order Requestor and use their expertise to better describe the work required prior to initiating pre-clearances. BOID Engineer Techs are to utilize the Preliminary Tasks checklist and record all findings. The Preliminary Tasks, other than pre-clearance, are not normally required for FZ generated work orders.
2. Scope of Work Checks include:
  - a) Confirm SOW requested to determine if it is inclusive.
  - b) Ascertain the history of the work request. For instance, determine if a similar work request was already submitted but not executed or disapproved.
  - c) Determine if another event or project relies on this project being completed.
  - d) Determine if there is a category code change as the result of construction or if the project constructs a new facility. Notify Real Property (category code change) or Master Planning (new facility construction) during the pre-clearance process. The source of project funding does not matter. Highlight these situations at the Assignments Meeting. Notify Real Property if the facility actual use is different from the catcode of record, utilizing the Real Property Record Change Request Form.
  - e) Determine if a design is required. In House design labor will not be used for reimbursable projects, unless the customer is funding the design overtime.
  - f) Ascertain if any preliminary coordination has already been done.
  - g) Identify tails: furniture, IT, utilities. **Alert** those responsible for the execution of those tails so that they are aware that the project exists and to be ready for further coordination and execution
  - h) If Furniture and/or IT tails are required, identify the funding source and ensure that the customer signs a Reimbursable Projects – Customer Acknowledgement of Responsibilities and place in project folder.
  - i) Add landscaping required.
3. Pre-Clearance must be considered for every project entailing work executed by a contractor that falls under the Davis-Bacon wage determination rules as applicable. All projects will receive the the below clearance, at a minimum.
  - a) AT/OPSEC (Force Protection Officer) The required documentation will be uploaded to the file server during clearance or additional information instructions given to the Eng Tech so that the required AT/FP evaluation can be completed.
  - b) Champion. The Champion will review the project to ensure that it is in keeping with resource management and other plans.  
Those that apply will be cleared accordingly:
  - c) Installation Safety Review (Installation Safety Office) documentation reqd for all MICC executed projects.

- d) Site Approval (Master Planning)
  - e) New facility requested (Master Planning). MP is to generate a new facility analysis report and provide to the BOID Operations Officer.
  - f) Category Code Change (Real Property)
  - g) Historic Review (Cultural Resources)
  - h) Asbestos (Environmental Compliance)
  - i) Ground Disturbance (Water Management)
  - j) Wetlands (Environment Management Branch)
  - k) Code Compliance/Technically Sound (Champion/SME)
  - l) Communications Considerations (NEC)
  - m) IDG Compliance (Eng Tech or elevated to Structural Champion/Eng Div SME)
  - n) Privatized Utilities (Utility COR)
  - o) Airfield (Airfield/Civil Champ)
  - p) Energy (Energy Champ)
4. All work orders involving boilers, refrigeration, or generators must be reviewed by Environmental Compliance Branch.
  5. Constructing a new facility requires ACSIM approval prior to award, and is to be discussed during the Assignments Meeting. Master Planning will conduct an analysis to determine if Fort Bragg is excess or deficient in the affected Category Code prior to the Assignments Meeting. Projects that construct a new facility will not be sent to ACSIM for approval until construction funding is secure.
  6. Projects which convert space from one Category Code to another are to be cleared through Master Planning prior to the Assignments Meeting.
  7. Pre-Clearance Timeline.
    - 5 Working days Funded status or Customer fully funded or Critical as the category
    - 10 Working days SAF status or Engagement Fee rec'd, or Need as the category
    - 20 Working days Deferred status or QoL as the category
 "HOT" project clearances are to be expedited by all SME's and may be literally hand-carried by a CSR to SME's for immediate review. Preclearance will be completed prior to assignment to an executor.
  8. Safety Risk Assessment Code (RAC) 1 and 2. Projects under \$10k will be automatically executed, as long as funding in the CSB lump sum allows.

#### **4.1 Supplemental Information**

- U. Preliminary Task Checklist
- V. Airfield Clearance Guideline
- W. Omitted
- X. AT/OPSEC Form
- Y. Real Property Record Change Request Form

## **Chapter 5 Assignments Meeting Preparation Process**

1. An Assignments Meeting is held on Tuesdays weekly, generally at 1330 hrs, when there are projects ready for assignment. All CSB Engineer Techs, Champions and a representative for each Division are to be represented. Division representatives are required to make decision on their Division Chief's. Installation Safety Office, NEC, SAS and SAW PM-Forwards are invited to attend.
2. The purpose is to assign projects with a Preliminary Tasks completed to a Project Manager and make decision on projects not already included in the AWP, Reimbursable with the Engagement Fee paid, and approved Self Contracting projects.
3. The Eng Tech presents DPW Responsibility to Fund under \$2.5K and RAC 1/2 up to \$10K that was automatically started.
4. Projects not Assigned will have a funding status of "Deferred".
5. Work orders that have delinquent pre-clearances will be reviewed weekly.
6. At a minimum of quarterly, the Assignment Meeting will address projects that have been recommended for disapproval or rejection.
7. Projects that are Disapproved are to have the complete project folder provided to the Chief, BOID. If the Chief, BOID concurs, she will mark the FB Form 4283 as disapproved, date, and sign the form. Chief, BOID will communicate the reason for disapproval to the customer's Senior Engineering representative and the work order's point of contact.
8. Two Engineer Techs have been dedicated to Reimbursable projects. When their PM capacity has been exceeded, customer funded projects will be deferred.

### **5.1 Supplemental Information. None**

## **Chapter 6      Development & Execution**

Thematic to this chapter is that the Project Manager (PM) is to communicate with customer throughout project development and award.

### **6.1      4283 Approval Process**

1. Projects that construct a new facility require ACSIM approval prior to award. The funding source is irrelevant. Projects that construct a new facility will not be sent to ACSIM for approval until construction funding is secure.
2. Master Planning will request the approval required for projects which convert space from one Category Code to another prior to the FB Form 4283 being approved for construction.
3. Environmental will communicate necessary environmental documentation to the PM prior to the 4283 being forwarded for Approval Authority Signature.

### **6.2      Project Review Board (PRB)**

1. Each DPW Project Manager with an assigned project that is Funded, SAF, approved for Self Contracting Management Style Only or Troop Construction will enter the required to brief the status of their projects' awards. Environmental clearance will be part of the PRB briefs.
2. PRBs will be held as follows. Procedures will be published at least 2 weeks prior to the PRB, and will be based on the current funding execution rules.  
1QTR: September, October, November  
2QTR, 3QTR and 4QTR: monthly  
FY16 AWP will be briefed to PMs in August. First FY16 PRB will be held in September.
3. MICC will brief at each PRB.
4. COE will provide written updates monthly.
5. Champions may recommend additional projects for inclusion in the AWP.

### **6.3      Champion Execution Briefings**

1. All Champion programs and Privatized Utilities execution will be briefed quarterly. All types of funding will be included.
2. Champions will brief off of the Funded and SAF lists from the AWP.
3. Privatized partners will brief semi-annually.
4. Quarterly Focus.

<u>Quarter</u>	<u>Champion/SME Topics</u>
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1QTR	current year Funded, SAF; previous FY synopsis, UP presentations
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2QTR	current year Funded, SAF
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3QTR	current year Funded, EOY SAF list, UP presentations, RMP 2-6yr out briefs
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4QTR	next FY15 AWP recommendations, PPS priority recommendations
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#### **6.4 Request for Action (RFA)**

The RFA process is designed to ensure RFAs are processed in a timely manner and identify personnel responsible for RFA execution. All complete RFA packets submitted to DPW will be executed within 30 business days, however, any project tail or CIP over \$500k that utilize MICC will receive a legal review that could add 3 weeks to the process. RFAs require coordination with several DPW Divisions, Technical Representatives and contracting agencies. It is important to follow the process outlined in product "RFA Process Business Rules".

#### **6.5 LEED Requirements - High Performance / Sustainable Buildings (HPSB)**

Purpose. Meet executive orders, federal, DoD and DA policies, and memorandums on meeting high performance, sustainable buildings (HPSB). Through implementation of this business rule, and use of accompanying supporting documents, Fort Bragg will be able to capture and record strategies put into action, as well as track and report compliance.

Applicability. Business rule applies to all construction - horizontal and vertical - and repair work falling under OMA and SRM construction / renovations / repairs. The Project Manager (PM) or Customer Service representative is responsible for implementation of business rule, review and maintenance of supporting documentation, and assessment of compliance.

Business Rule. For the purposes of this business rule, applicable projects are classified as either (1) OMA/SRM New Construction/Renovation [referred to as OMA/SRM-NC for the purposes of this business rule]; or (2) OMA/SRM Minor Renovation/Repairs [referred to as OMA/SRM-R for the purposes of this business rule]. OMA/SRM-NC facility projects are mandated to achieve LEED Silver certification level by the Army.

*Projects Requiring Design:* PM will select appropriate checklist based on project type as explained above, and provide information requested in top section of the document. PM will determine performance credits obtainable and mark checklist accordingly. Checklist is presented to Designer as part of the pre-design meeting. Upon completion of the design, the checklist will be returned to the PM as part of the design submittal package. During the design process, should the Designer determine additional performance credits can be reached while staying within scope of work and budget, the additional credits incorporated in to the design will be annotate on the checklist by the Designer.

For OMA/SRM-NC, including major renovations, meeting LEED silver certified mandate requires additional responsibilities. AE/contractor will be responsible for registering OMA/SRM-NC facility projects with the United States Green Business Council's (USGBC) LEED-On-Line site: <https://leedonline.usgbc.org>, uploading documentation as required by on-site templates, and compilation of a LEED binder with documentation for credits selected.

*Projects Not Requiring Design:* PM will select appropriate checklist based on project type as explained above and provide information requested in top section of the document. PM will determine performance credits obtainable and mark checklist accordingly. Completed checklist and the selected performance credits then act as an aide in development of scope of work. The completed checklist becomes a permanent part of the Fort Bragg project folder.

Whether OMA/SRM-NC or OMA/SRM-R, the AE/contractor is responsible for meeting all required performance credits pertinent to the project. AE/contractor is expected to review and consider additional performance credits directly related to the nature of the project for possible inclusion while remaining within the SOW, budget and schedule.

Should a required performance credit not be met, the AE/contractor will fill out an exemption form stating reasons the required credit could not be obtained. Should a non-required performance credit directly related to the scope of work not be selected, an explanation should be made directly on the checklist. Cause of noncompliance or non-selection of a performance credit could be, but are not limited to, scope of work, budget constraints or scheduling. An exemption form becomes a permanent part of the Fort Bragg project folder.

A copy of the final checklist and any exemption forms will be forwarded to the designated staff for data input.

## **6.6 Supplemental Information**

Z. Omitted

AA. LEED Checklists

BB. RFA Process, Decisions, Forms, and Timeline

## **Chapter 7      Close Out and Warranty - omitted**



## **Chapter 8      Self Contracting Management Style**

### **8.1    General.**

Self Contracting refers to reimbursable projects where the customer desires to retain responsibility for project design, contracting, and/or construction. The DPW Business Operations and Integration Division (BOID) Chief is the decision authority. If disapproved, the project will be considered as a Reimbursable project with DPW execution, customer funding and work load permitting. Even if approved, DPW will still maintain real property approval authority and project review/inspection responsibilities. Customers desiring to use Troop/Airmen labor are to follow the Troop Construction process. Self Contracting, by definition, requires a contracting agency.

### **8.2    Self Contracting Request Submission**

The Customer's complete work order submission package must include a memorandum signed by O-6 Commander or GS-15 and submitted by the Senior Engineering Representative to the Customer Service Branch Work Reception Lead and a courtesy copy provided to the Customer Service Branch Chief. The memorandum must include: the Customer generated work order number, statement of work, contracting agency and justification for their use, Project Manager (PM) with their qualifications, Contracting Officer Representative (COR) with their qualifications, Quality Assurance (QA) Representative (if desired by the organization) with their qualifications. If a Design is required, the customer must stipulate if they will follow a Design-Bid-Build or a Design-Build process. Contracting, COR and making payments will always be the Customers responsibility if the management style is approved.

### **8.3    Self Contracting Request and FB Form 4283 Approval Process.**

1. The unit or activity will submit a FB Form 4283 electronically to the Customer Service Branch Work Reception Lead and a courtesy copy provided to the Customer Service Branch Chief along with the required memorandum. The "Remarks" block will begin with "Self Contracting". A work order must be submitted and approved in writing prior to contract award. A work order within \$2,000-\$25,000 in value will not be approved for Self Contracting due to MICC contracting restrictions.
2. The Customer Service Branch Reception Lead will review the request for completeness, ask the submitter for additional or clarifying information and formulate a recommendation for the Customer Service Branch Chief. As part of the Record of Decision package, the CSRs will also provide the Individual Project Customer Acknowledgement of Responsibilities and Project Completion Data sheets that are to be utilized throughout the project. The Customer Service Branch Chief will document his recommendation on a "Self Contracting Recommendation" form and forward to the DPW Division Chief that would traditionally perform PM, QA and/or oversight of the project to record their recommendation. Once the appropriate traditional executer recommendation has

been recorded, the "Self Contracting Recommendation" form is forwarded to the Operations Branch Chief, BOID, where it will be evaluated against the Champion Programs and consistency with the work order related business rules. A recommendation will then be made to the Chief, BOID, who will render the final decision.

3. If approved, the customer will be required to sign the Individual Project Agreement documenting the specifics agreed upon. Customers that fail to follow the documented agreement will not attain an approved FB Form 4283. Customers that fail to submit the Customer Provided Project Completion Data sheet will be notified and no other Self Contracting Management Style projects will be approved until the missing data is provided.
4. Once the preliminary reviews and impact assessments during clearance are complete, the DPW Customer Service Representative will present the project on the customer's behalf for comment and potential acceptance to the DPW Project Assignment Board. All Self Contracting Management Style projects will be assigned to an office within DPW to monitor the execution and to assist the customer with any coordination necessary during construction as well as ensure the product is to code and IDG reqts.
5. The FB Form 4283 is ready for approval signature when the following is complete:  
**No Design Required:** Approved for Design is signed when the customer is utilizing a contracting vehicle that requires a pre-award and the preliminary tasks are completed.

Approved Action is signed when all clearances complete, REC or NEPA signed, asbestos reports completed, all site, environmental and other reviews must be completed, approvals required from other Installation offices or IMCOM.

**Design – Bid – Build:** Approved for Design is signed when the customer is utilizing a contracting vehicle that requires a pre-award and/or a design is required and the preliminary tasks are completed.

Approved Action is signed when the design is completed to the satisfaction of all SMEs, all clearances complete, REC or NEPA signed, asbestos reports completed, all site, environmental and other reviews must be completed, approvals required from other Installation offices or IMCOM.

**Design-Build:** Approved for Design is signed when the customer is utilizing a contracting vehicle that requires a pre-award and/or a design is required and the preliminary tasks are completed.

Approved Action is signed when the design is completed to the satisfaction of all SMEs, all clearances complete, REC or NEPA signed, asbestos reports completed, all site, environmental and other reviews must be completed, approvals required from other Installation offices or IMCOM.

## **8.4 Supplemental Information**

CC. FY15 Self Contracting Annual Agreement

DD. FY15 Individual Project Agreement  
EE. FY15 Project Completion Data  
FF. FY15 Self Contracting Recommendation

## Chapter 9 Troop Construction Board

1. General. Troop Construction refers to maintenance, repair and minor construction projects executed by an Engineer unit on Fort Bragg Real Property. DPW will evaluate the request and may determine that the project is valid, but will not be approved as Troop Construction. If disapproved for Troop Construction, the project will be considered for DPW execution work load and customer funding permitting. Even if approved, DPW will still maintain real property work order approval authority, project review and inspection responsibilities.
2. Overview.
  - a. The requesting unit must submit a FB Form 4283 and a quad chart to DPW. The requesting unit must then brief the Troop Construction Board in order to be considered for this method of execution.
  - b. The DPW Troop Construction Coordinator will forward Troop Construction candidate projects to the Engineer unit for consideration. The Engineer unit refers to an entity actually responsible for the execution of troop construction and has a signed an annual agreement with DPW. The Engineer unit will inform the DPW Troop Construction Coordinator if the project is accepted for Troop Construction and what quarter the project will be executed in. Troop Construction Individual Project Agreements will be completed based on the requirements of the project and the training value desired by the Engineer unit. Troop Construction project management and execution will follow all applicable rules and regulations. Supplies needed will be approved by DPW, and procured by the customer. Projects will be QC'd by the Engineer unit and QA'd by DPW.
  - c. Formal coordination will be accomplished through a quarterly (1/2 QTRs) monthly (3/4 QTRs) Troop Construction Board, hosted by DPW, attended by the Engineer units and other organizations proposing Troop Construction. If an Engineer unit fails to attend three TCBs in a fiscal year, their Annual Agreement may be terminated. At these meetings, the Engineer unit will provide project status updates of the ongoing projects followed by introduction of candidate projects by unit representatives. A candidate project representative must attend in person and explain their maintenance, repair and minor construction needs in the quad chart format prior to it being considered/accepted for Troop Construction. The quad chart provides a brief description of project, requestor information and a preferred executor of the requested project. All customer funded (REIMB) troop construction request must include a quad chart to be considered. Any DPW funded troop construction will not require a quad chart. This rule also applies to DPTMS funded range projects performed by ITAM. Also at these meetings, Troop Construction projects may be formally accepted and scheduled and Troop Construction Project Managers may also submit required

reports. Documents received that do not have the work order number listed as a reference will be returned to the sender with no action taken.

- d. The FB Form 4283 is ready for approval signature when the following is complete:

**No Design Required:** Approved Action is signed when Bill of Materials (BOM) is complete, all clearances complete, REC or NEPA signed, asbestos reports completed, all site, environmental and other reviews must be completed, approvals required from other Installation offices or IMCOM.

**Design Required:** Approved for Design is signed when the Troop is utilizing their own Troop personnel to perform the design or survey task: preliminary tasks completed (refer to the Preliminary Tasks chapter).

Approved Action is signed when the design/survey is completed to the satisfaction of all SMEs, the final BOM is validated by DPW and the Customer (if applicable), all clearances complete, REC or NEPA signed, asbestos reports completed, all site, environmental and other reviews must be completed, approvals required from other Installation offices or IMCOM.

- e. The following units are likely to renew Troop Construction Project Annual Agreement in FY15. Other units desiring to execute any troop construction projects will need to see DPW Troop Construction Coordinator and provide a signed copy of annual agreement prior to start of any work. Generally, Engineer Units are not permitted to execute work involving electrical modifications to facilities unless specified in their annual agreement.
- a. 20<sup>th</sup> Engineer Bde (limited electrical)
  - b. DPTMS Range Control (no vertical construction)
  - c. 249<sup>th</sup> Engineer Battalion (limited electrical)

## **9.1 Supplemental Information:**

- GG. FY15 Troop Construction Individual Project Agreement
- HH. FY15 Troop Construction Progress Review
- II. Troop Construction Quad Chart

# Financial Management

## Chapter 10      Resource Management Plan

1. DPW will utilize the Resource Management Plan (RMP) as the basis for the AWP, Spend Plan, and Contract Requirement Tool listing development.
2. The RMP will be programmatically refined annually in 1/2QTRs. However, it could be under continual refinement as requirements become known and funding available.
3. Customers will be invited to participate in the development process. To make the planning document as accurate as possible, facility priorities should be rendered by each of the Garrison Directorates and all customers participating in Customer Meetings.
4. Q3/Q4 ISR-I rated facilities shall be considered for inclusion in the RMP for funding under the Restoration MDEP. In order for a customer's facilities to be included in FY15's plan, they must provide a detailed, prioritized list of repairs and restoration required. For projects that require both design and construction, they will be listed twice on the RMP with the same work order number: design one FY prior to the construction FY that will be requested.
5. The RMP is to be used as the basis for PPS out year prioritization recommendations.
6. Initiative Owners may choose to use a simple or detailed format to convey their plan.
7. The RMP Kick-Off meeting is held in early November, and the RMP Out briefs to internal and external customers are held in May.
8. An Executive Overview will be developed during FY15.

## **Chapter 11      Annual Work Plan**

1. DPW will utilize their Resource Management Plan (RMP) as the basis for Annual Work Plan (AWP) development along with Senior Commander and customer input.
2. For the development of the AWP, customers will be asked (o/a 6/1) to review their open WOs, to cancel unnecessary WOs and to provide their priorities by 7/15.
3. Projects deferred through the Assignments Meeting process will be assessed based on Priority of Effort (Critical, Need, QoL) categories and considered for inclusion of the next AWP. They are defined as follows.
  - a) "Critical" – there will be a system failure within 12 months.
  - b) "Need" – there will be a system failure within 24 months.
  - c) "QoL" – Quality of Life – the systems aren't optimal, but it functions.
4. Funding Status Defined.
  - a) "Funded" – indicating that the project is funded on the AWP.
  - b) "SAF" – indicating that the project is labeled as SAF on the AWP.
  - c) "DES" – indicating that the project is funded for Design Only on the AWP.
  - d) "Deferred" – indicating Projects that are not funded or SAF.
5. The AWP will be executed in as a prioritized list (1-nL). Prioritization will be based largely on the Priority of Effort (Critical, Need, QoL). The prioritized list will be reviewed periodically to ensure that the priorities are still valid and are consistent with the Garrison Commander's guidance.
6. Prioritization will be based on Fixed Workload and Variable Workload considerations.
  - a) Fixed Workload – from Spend Plan (have to do's: utilities, leases, refuse)
  - b) Variable Workload – refers to everything else
  - c) Critical, Need, QoL and ISR-I Evaluation (red, amber, green)
  - d) Other Infrastructure Evaluations
  - e) Customer Needs/priority will be considered and validated by the Champs
7. Funds availability and Priority of Effort are used to determine the quarter that the project is to be funded.
8. There will be no work order submission cut-off date.

### **11.1    Supplemental Information**

JJ. Omitted  
KK. Omitted  
LL. Omitted  
MM. Omitted  
NN. Omitted  
OO. SAS Service Cost Listing 2014  
PP. Construction Pathways

## **Chapter 12      Omitted**

## **Chapter 13      Reimbursable Determination Basis Documents**

1. The requirement funding responsibility determined based on Regulations, Army Guidance, Common Level of Support, Funding Narratives and Inter Service Support Agreements (ISSAs). In general, Mission Driven or Modernization requirements are reimbursable, while Sustainment is a DPW responsibility to fund and Restoration of existing facility are IMCOM's responsibility to fund. Installed equipment that is directly related to the mission / purpose of the using organization is the customer's responsibility to fund. For requests that are determined to be reimbursable, in addition to contract costs, Non-Army customers will fund manpower according to the established ISSA.
2. As ISSAs are being updated, each ISSA should state "Mission driven facility requirements, restoration and modernization projects are reimbursable to the Directorate of Public Works for the planning, development, inspection and contract administration of the project at the actual cost, which historically has been 7.5% of the estimated cost of the project. Design cost must be paid before design will commence. Mission driven facility sustainment, restoration and modernization projects are reimbursable to include any design costs, pre-award costs, the costs to award the contract and any supervision & administrative (S&A) costs charged by the executing agency."

### **13.1 Supplemental Information**

QQ. Omitted

RR. Omitted



## **Chapter 14    Charging Time to Reimbursable Requirements**

1. Prior to civilian labor outside of the employee's normal tour of duty being accomplished, the Reimbursable Customer will sign a service agreement with the Business Operations and Integration Division Chief (Work Order level)/Operations or Maintenance Division Chief (Demand Maintenance level) and the DPW Budget Chief.
2. Once funding is received, DPW Budget will create a sales order.
3. To track the overtime labor, OMD Service Order Reception will create a PWO for all DPW personnel to record their labor against.
4. DPW personnel will fill out an L&E form to record their Labor hours on. The L&E form will be sent to Service Order clerks for input into GFEBS.

## Chapter 15    Funded and Unfunded Cost Descriptions (AR420-1)

1. Funded Costs. From a Work Class standpoint, BOS privatized utility support to SRM and reimbursable OMA projects is a “funded cost”. That means they are *directly related* to the construction, restoration, or repair of a real property facility, just like the other non-utility labor, materials, and equipment expenses of a project. All “funded costs” must be included when totaling the cost of a project and comparing that cost to regulatory or statutory limits, such as the minor construction limit of \$750K. Therefore, water, waste-water, and electrical service infrastructure counts against the minor construction limit – whether the utility is privatized or not.
2. Unfunded Costs are not *directly related* to the work; some examples are: planning, design, permitting, and military labor.
3. Construction law requires that privatized utility support to a project will generally be paid for using BOS funds of the same appropriation year (FY) as the basic project.
4. Fiscal law requires utility support may be paid in the year of the Bona Fide Need. The Bona Fide Need Rule states that construction work must commence prior to 15 December of the following fiscal year. Since construction of the overall SRM/OMA project itself WILL begin prior to 15 Dec, bona fide need is met even though the utility work portion may not.

## **Chapter 16 Reimbursable Process - Commodity Process**

### FY 15 Applicability:

Electrical, (Fuels -Natural Gas, Heating Oil, Propane), Water, Waste Water, Heating & Cooling

#### **16.1 GFEBS Environment**

1. New Customer sets up account or existing Customer validates facility and commodity required with DPW Reimbursable Coordinator with for desired service.
2. DPW Reimbursable Coordinator provides information to Commodity COR. Commodity COR estimates annual advance pay for commodity amount, service hook-up cost, and potential meter installation. COR informs DPW Reimbursable Coordinator of the Customer funding needed and the timeline to establish the service.
3. DPW Reimbursable Coordinator informs customer of funding needed and provides WBS element.
4. Customer funds the WBS element Direct Charge (DRCH) and provides the FMBB# to DPW Reimbursable Coordinator. Customer is not to release WBS element.
5. Budget validates coding (WBS and FMBB) and releases. Then emails task completion to DPW Reimbursable Coordinator.
6. DPW Reimbursable Coordinator informs Commodity COR of funds on hand. COR sets up account service with applicable providers and starts funded service.
7. Monthly, Commodity COR provides DPW Reimbursable Coordinator with the validated service actually provided and actual cost associated.
8. Monthly the DPW Reimbursable Coordinator updates the customer statement.
9. As required, customer adds funding or receives a refund.

#### **16.2 Non GFEBS Environment**

1. New Customer sets up account or existing Customer validates facility and commodity required with DPW Reimbursable Coordinator with for desired service.
2. DPW Reimbursable Coordinator provides information to Commodity COR. Commodity COR estimates annual advance pay for commodity amount, service hook-up cost, and potential meter installation. COR informs DPW Reimbursable Coordinator of the Customer funding needed and the timeline to establish the service.
3. DPW Reimbursable Coordinator informs customer of funding needed for MIPR.
4. Customer funds MIPR and provides to DPW Reimbursable Coordinator.
5. Upon receipt of MIPR DPW Reimbursable Coordinator provides MIPR to budget.
6. DPW Reimbursable Coordinator informs Commodity COR of funds on hand. COR sets up account service with applicable providers and starts funded service.
7. Monthly, COR provides DPW Reimbursable Coordinator with the validated service actually provided and actual cost associated.
8. Monthly, the DPW Reimbursable Coordinator updates the customer statement.
9. As required, customer adds funding or receives a refund.

## **Chapter 17    Reimbursable Process – Recurring Contracts**

### FY 15 Applicability:

Custodial; Washer/Dryer; Grease Traps; Oil/Water Separators; Scales; Elevators; Crane/Hoist; Fire Alarm Suppression;

#### **17.1   GFEBS Environment:**

1. Customer informs the DPW Reimbursable Coordinator of service desired with details required.
2. DPW Reimbursable Coordinator provides information to COR.
3. COR informs the DPW Reimbursable Coordinator of the Customer funding needed and the timeline to establish the service.
4. DPW Reimbursable Coordinator informs customer of funding needed and provides WBS element.
5. Customer funds the WBS element Direct Charge (DRCH) and provides the FMBB# to the DPW Reimbursable Coordinator. Customer is not to release the WBS element.
6. DPW Reimbursable Coordinator informs budget.
7. Budget validates coding and releases and emails completion to the DPW Reimbursable Coordinator.
8. DPW Reimbursable Coordinator informs COR of funds on hand.
9. COR sets up CLIN/Task Order with KO.
10. MICC/COR starts funded service.
11. Monthly, COR provides DPW Reimbursable Coordinator with the validated service actually provided and actual cost associated.
12. Monthly, the DPW Reimbursable Coordinator updates the customer statement.
13. As required, customer adds funding or receives a refund.

#### **17.2   Non GFEBS Environment:**

1. Customer informs the DPW Reimbursable Coordinator of service desired with details required.
2. DPW Reimbursable Coordinator provides information to COR.
3. COR informs the DPW Reimbursable Coordinator of the Customer funding needed and the timeline.
4. DPW Reimbursable Coordinator informs the customer of funding needed and request the MIPR/Check.
5. DPW Reimbursable Coordinator provides MIPR/Check to budget.
6. DPW Reimbursable Coordinator informs COR of funds on hand.
7. COR sets up CLIN/Task Order.
8. MICC/COR starts funded service.
9. Monthly, COR provides the DPW Reimbursable Coordinator with the validated service actually provided and actual cost associated.
10. Monthly, the DPW Reimbursable Coordinator updates the customer statement.

11. As required, customer adds funding or receives a fund.

## **Chapter 18    Reimbursable Process –Demand/Project Maint. Order**

### FY 15 Applicability:

Non-Fair Wear & Tear, Mission Driven request, Emergency Response, Pest Management, Parts Washing, Tanker Purging. Hazardous Waste Spills are paid by the customer directly to the contractor. ONUS/SUS are executed via a WO, even if originally submitted as a DMO.

### **18.1    GFEBS Environment**

1. Customer contacts OMD Service Order Clerk with a reimbursable maintenance request. DMO is established and a Technician assigned. Customer may not know that they have a Reimbursable request.
2. OMD Service Order Clerk/Engineer Tech confirms reimbursable and estimated cost. Informs the DPW Reimbursable Coordinator of the Customer funding needed. In the event that the damage is an individual funding responsibility a DD139 is used by the Unit S4 on behalf of the individual. The DD139 is emailed to the DPW Reimbursable Coordination email account. The DPW Reimb Coordinator informs execution agency.
3. The DPW Reimbursable Coordinator informs customer of funding needed and provides WBS element.
4. Customer funds the WBS element Direct Charge (DRCH) and provides the FMBB# to the DPW Reimbursable Coordinator. Customer is not to release WBS element.
5. Budget validates coding, releases and emails completion to DPW Reimbursable Coordination email account.
6. The DPW Reimbursable Coordinator informs Executor of funds on hand. OMD changes DMO (Up to 32 Hrs./\$2500) to a PWO (Over 32 Hrs/\$2500) as required and starts funded service.
7. Executor validates service actually provided and actual cost associated.
8. As required, customer adds funding or receives a refund.

### **18.2    Non GFEBS Environment**

1. Customer contacts OMD Service Order Clerk with a reimbursable maintenance request. DMO is established and a Technician assigned. Customer may not know that they have a Reimbursable request.
2. OMD Service Order Clerk/Engineer Tech confirms reimbursable and estimated cost. Informs the DPW Reimbursable Coordinator of the Customer funding needed. In the event that the damage is an individual funding responsibility a DD139 is used by the Unit S4 on behalf of the individual. The DD139 is emailed to the DPW Reimbursable Coordination email account. The DPW Reimb Coordinator informs execution agency.
3. The DPW Reimbursable Coordinator informs customer of funding needed for MIPR/Check.

4. Customer funds MIPR/Check and send to the DPW Reimbursable Coordination email account.
5. Upon receipt of MIPR the DPW Reimbursable Coordinator provides MIPR to budget.
6. The DPW Reimbursable Coordinator informs OMD of funds on hand. OMD changes DMO (Up to 32 Hrs/\$2500) to a PWO (Over 32 Hrs/\$2500) as required and starts funded service.
7. Executor validates service actually provided and actual cost associated.
8. As required, customer adds funding or receives a refund.

## Chapter 19 Non – Recurring Contracts

### FY15 Applicability

Reimbursable Work Orders, 1391 Creation (Labor charge to the 4283), Acquire Real Estate (MIPR to COE), Environmental Permits (GPC/check to State)

1. Customer Service Representatives (CSRs) will create a detailed cProject entry under the appropriate Customer Project Definition for Customer Responsibility to Fund projects. CSRs will email the project file server link for a rough order of magnitude (ROM) range estimate to CSB Reimbursable Engineer Techs who will review the project file and estimate the price range of the project.

<u>ROM Range</u>	<u>Engagement Fee Req'd</u>
\$1-\$2,500	full amount of ROM
\$2,500-\$25,000	\$ 3,500.00
\$25,001-\$300,000	\$ 5,600.00
\$300,001-\$500,000	\$ 9,645.00
\$500,001-\$1M	\$11,093.00
\$1M+	\$13,858.00

2. The Eng Tech will fill out the Request For Funds (RFF) form. The Eng Tech will email the RFF form to the customer and copy the DPW Reimbursable Coordination email account.
3. The RFF will include the Regulatory basis for reimbursable determination, the cost range, engagement fee, and likely acceptance within 45 days. If this is unacceptable to the customer, they may fund the entire project at one time. If the entire project is funded, the project will be cleared in 5 working days to ensure acceptance within 30 days. The RFF form will direct questions pertaining to the ROM Range to the Eng Tech and questions pertaining to the determination decision or funding the Engagement Fee to the DPW Reimbursable Coordination email account.
4. No further action will be taken until the engagement fee is received.
5. When the Customer is ready to fund the Engagement Fee, they are to email the DPW Reimbursable Coordination email account (Subject: WO# WBS requested **or** Subject: WO# Engagement Fee FMBB/MIPR). The DPW Reimbursable Coordinator will release the task from cProjects to GFEBS production and provide the WBS to the customer.

GFEBS environment customers will fund the WBS and email the FMBB to the DPW Reimbursable Coordination email account. This project will be considered SAF, and pre-clearances will take up to 10 days.

Non-GFEBS environment customers will email the MIPR to the DPW Reimbursable Coordination email account. This project will be considered SAF, and pre-clearances will take up to 10 days.

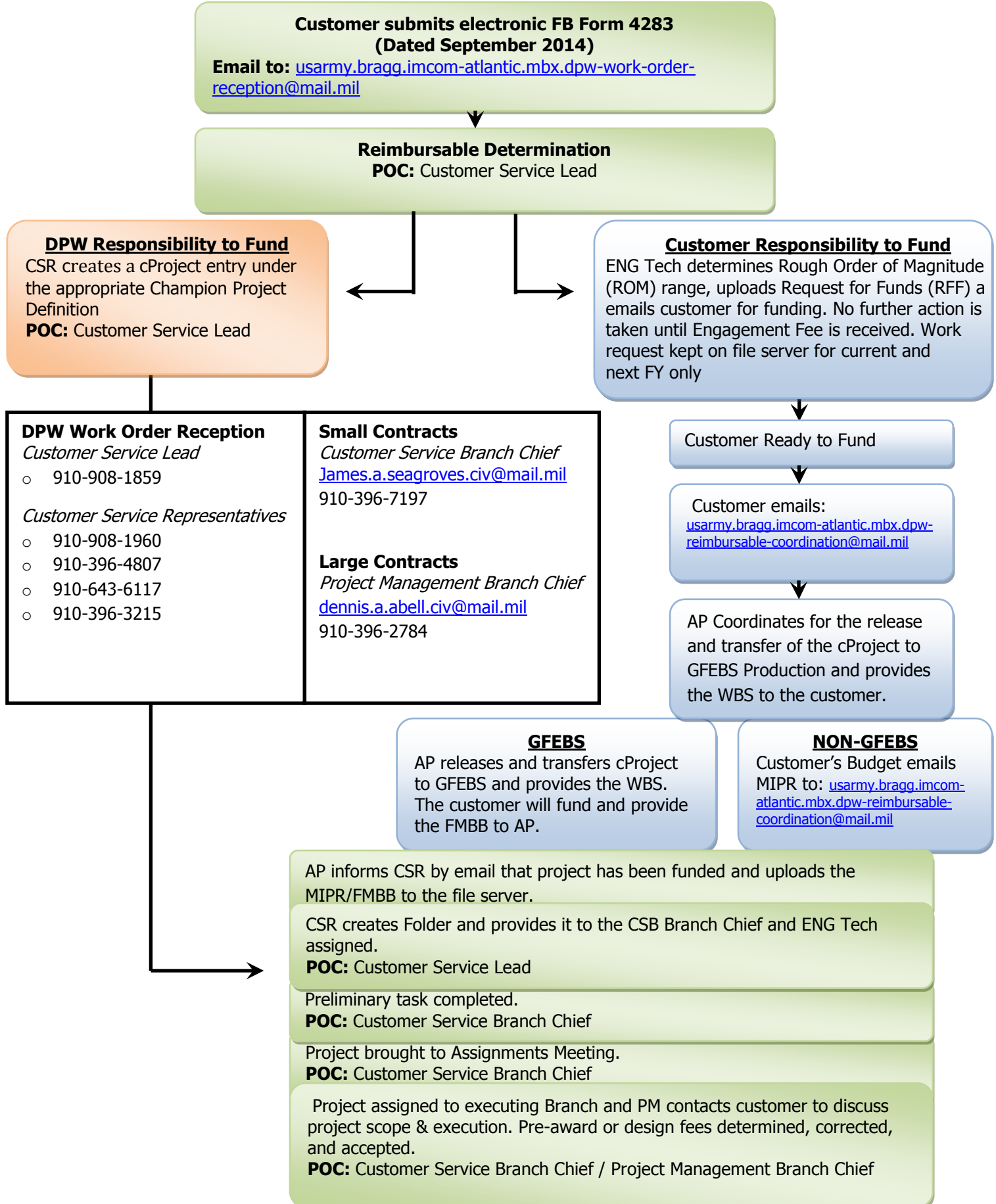


Advanced Pay environment customers are required to complete a Service Agreement and fund the entire amount. The Reimb Eng Tech will prepare the Service Agreement and provide with the RFF. Once customer funded, the DPW Reimbursable Coordinator will provide the check for the ROM and Service Agreement to Budget. This project will be considered Funded, and pre-clearances will take up to 5 days.

6. The DPW Reimbursable Coordinator informs CSR by email that project has been funded.
7. CSR will create a physical project folder and provide it to the CSB Branch Chief. The Chief assigns a Reimbursable Engineer Tech to execute the preliminary tasks.
8. The Reimbursable Engineer Tech begins preliminary tasks. When the preliminary tasks have been completed, the project is sent to the Assignments meeting.
9. Once a Project Manager (PM) is assigned, the PM coordinates with customer to determine the exact pre-award, design, tails, and construction amount needed. The customer coordinates with their Resource Manager to adjust funding to the necessary amount for pre-award and design, at a minimum.
10. Customer's Budget sends final MIPR/FMBB/check to PM.
11. PM routes final MIPR/FMBB/check to DPW Budget through the DPW Reimbursable Coordinator.
12. DPW Budget accepts MIPR/check or releases FMBB.
13. If additional WBSs are needed, the PM coordinates with the Customer to add funds and with Budget for funds acceptance.
14. As required, customer adds funding or receives a refund.
15. PM coordinates with the COR inspector who validate the service actually provided, and actual cost associated.
16. Customer does not Fund. No action is taken on Reimbursable work orders that have not been funded. They will be stored on the file server for the current FY and one additional fiscal year. If the customer desires to re-engage DPW at a later time, then a new work order will be required. For FY15 that means FY14 and FY15 (-4P and -5P) will be on the file server.

# Supplemental Information Section

## A. FY15 WORK ORDER PROCESS CHART



## **B. Customer Communication**

1. Keeping customers informed and understanding their priorities is important. The following will be communicated to customers as indicated. Please note that only information pertaining to that customer will be disclosed as it relates to DPW funding. We will not provide a comparative analysis of other customers.

2. Communication Schedule.

**1QTR** previous FY work execution summary

New FY AWP, policies/procedures

Discuss Reimbursable plan

Issue ISR-I inspection sheets

RMP development opportunities

Offer new FY Work Order Class covering new procedures & policies

**2QTR** 1QTR execution summary

Discuss EOY Timeline and Reimbursable plan

Receive ISR-I inspection sheets, Q3/Q4 deficiencies, cover letter

RMP development

- a. Customers are required to submit a list of deficiencies that were identified during the course of their ISR-I facility inspections for Q3/Q4 facilities. Those lists will be provided by the customer's senior engineering representative to Chief, BOID during their 2QTR Customer Meeting along with a cover letter acknowledging the completeness and content of the ISR-I inspection sheets. Chief, BOID will review the facilities with deficiencies against the customer's current open work orders and assist the customer in determining which work orders need to be canceled.
- b. Chief, BOID will provide the customer's deficiency lists to the Assistant Architectural Champ who will then update or create "Restore to Q1/F1" work orders and incorporate the work into the Resource Management Plan (RMP), suspense: 4/30.
- c. Customers who do not submit all required ISR-I sheets and list of deficiencies for Q3/Q4 facilities will not be permitted to submit new work orders after the conclusion of the 2QTR Customer Meetings until all of the required ISR sheets have been submitted. Chief, BOID will submit to the CSB Work Order Team Lead a list of customers who fulfilled their requirements and may submit work orders. Work orders will not be accepted from customers not on the list.

**3QTR** 2QTR execution summary

Solidify reimbursable funding for execution S: 5/1

Delete unnecessary WO

RMP development info not yet submitted

Offer RMP Brief to Customers  
Offer new FY AWP Strategy Class to Customers

**4QTR** 3QTR execution summary

Review reimbursable funding for execution

Delete unnecessary WO

Review WO priorities for next FY AWP S: 7/15 (basis of next FY AWP)

RMP development info not yet submitted

## C. FB Form 4283 *(Refer to Supplemental Forms Folder)*

FACILITIES ENGINEERING WORK REQUEST														
For use of this form, see DA Pam 420-6: the proponent agency is OACSIM														
PART A (See Requestor Instructions)		CUSTOMER ID	DOCUMENT SERIAL NUMBER	FY	TYPE	SUMMARY OF WORK FOR TITLE						DATE		
												DA	MON	YR
				5										
INSTALLATION ABBREVIATION OF FACILITIES		BUILDING/ FACILITY NUMBERS												
		1	2	3	4	5	6	7	8	9				
1	Fort Bragg													
2	Key West													
3	Camp Dawson													
REMARKS:														
This project will comply with Title 10, USC Section 2461, for maintenance, repair and construction contracts for real property using Operations & Maintenance funds.														
ORGANIZATION BENEFITING FROM WORK		SENIOR ENGINEERING REP. NAME				SENIOR ENGINEERING REP. EMAIL ADDRESS				SENIOR ENG REP PHONE #				
WORK DESCRIPTION <i>(Description and justification of work requested)</i>														
WORK REQUEST POINT OF CONTACT <i>(NAME, PHONE, EMAIL)</i>						WORK REQUEST ALTERNATE POINT OF CONTACT <i>(NAME, PHONE, EMAIL)</i>								
PART B		CHAMPION PROGRAM:				FUNDING PLAN DOCUMENT:		SRM AWP		DATE				
		FUNDING SOURCE:		DPW / IMCOM / Cust.				CRT		DAY MON YR				

## D. Responsibility to Fund Chart

DPW Responsibility to fund.... Army Changes:	Unit Responsibility To Fund..... Mission Driven Changes
<ol style="list-style-type: none"> <li>1. DPW <b>sustains</b> the installation Army-owned OMA funded real property assets once it becomes part of the installation's Real Property Inventory.</li> <li>2. <b>Sustainment</b> DPW funds salaries, essential facility repairs, and essential day-to-day <b>sustainment</b> operations to keep the infrastructure in serviceable condition. Single system failures are considered sustainment. (<b>Sustainment</b> for temporary relocatable buildings are BOS reqts.)</li> <li>3. <b>Restoration and Modernization (R&amp;M)</b> IMCOM funded projects when facility repair requirements are beyond a single system. IMCOM funded modernization when a facility no longer meets the current standard design criteria.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Tenant Unique</b> <ol style="list-style-type: none"> <li>a. Costs attributable to the Customer and that the Customer is able to influence directly or which exceed established, Army wide levels of service.</li> <li>b. Support provided solely for the benefit of one or more Customers.</li> <li>c. Work pertaining to facility modification that is not accomplished during major restoration or justified by failed or failing conditions.</li> </ol> </li> <li>2. <b>Mission</b> Infrastructure requirements generated as a result of Program Manager (PM) device fieldings supporting DA G3 training initiatives are a proponent PM resourcing responsibility.</li> <li>3. <b>Personal Property</b> The purchase, installation, maintenance, and repair of personal property.</li> <li>4. <b>Non-Fair Wear and Tear.</b> Work required as the result of abuse.</li> </ol>

FY15 Updated

## E. Common Funding Determinations

### Drinking Fountains

Floor Mounted – Personal Property

Wall Mounted – Real Property

### Purchased Storage Shed

Purchased Storage Shed – Personal Property and Reimbursable

### Portable Arms Rooms

Slab – Real Property and Reimbursable

Arms Room – Personal Property and Reimbursable

### HVAC Window Units

If approved for installation, the acquisition of the units (personal property) and installation are the customer’s financial responsibility.

"Sprung Instant"/"Clam Shells"/"Kelly Closure"

Structure – Personal Property and Reimbursable

Utilities – Reimbursable

Guard Shacks

Structure - Personal Property and Reimbursable

Utilities – Reimbursable

Foundation – Reimbursable

Installed Equipment

Installed equipment that is directly related to the mission/purpose of the using organization maintenance and repair – Reimbursable

Elevators, Cranes, Hoist maintenance and repair – DPW Responsibility to Fund

## **F. Installed Equipment Maintenance and Repair**

Our Fort Bragg customers submit service and work orders for building equipment that is often perceived to be the responsibility of the DPW because it is fixed or otherwise built in. Army Regulation 420-1 governs the maintenance and repair of Installed Equipment. The AR defines installed and equipment in place as well as personal property. It is DPW's responsibility to repair and maintenance cranes, elevators, etc. It is the mission responsibility to maintain and repair equipment that pertains specifically to the using agency's mission purpose. Examples are built in food service equipment, vaults, and generators.

## **G. Maintenance and Repair Legal Review**

Equipment	Install	Repair	Maintain
DFAC walk-in freezer	Reimbursable	Reimbursable	Reimbursable
Air Compressors	Reimbursable	Reimbursable	Reimbursable
PT Equipment	Reimbursable	Reimbursable	Reimbursable
Jump Towers	Reimbursable	Reimbursable	Reimbursable
Grounding Rods (for other than Real Property)	Reimbursable	Reimbursable	Reimbursable
Grounding Rods (for Real Property)	DPW	DPW	DPW
Ventilation System	Reimbursable	Reimbursable	Reimbursable
Vehicle Exhaust System	DPW	DPW	DPW
Paint Booth	Reimbursable	Reimbursable	Reimbursable
Automatic Box Conveyors	Reimbursable	Reimbursable	Reimbursable
Generators	Reimbursable	Reimbursable	Reimbursable
Jump Towers and Jump Lines	Reimbursable	Reimbursable	Reimbursable
Free Fall Simulator	Reimbursable	Reimbursable	Reimbursable

## **H. General Prohibitions (regardless of funding source)**

1. Carpet. Installation or replacement of carpet is prohibited, with the exception of O-6 Commander/GS-15 Director or higher primary office. Installation of carpet will be limited to carpet squares/tiles, made with recycled content and must be in compliance with the IDG.
2. Open space within a facility will not be sub-divided into multiple rooms.
3. Mezzanines. Mezzanines must comply with code requirements and are typically for storage only. Work requests must clearly articulate the use of the space, and be accompanied by a full design. If the desired use is not code compliant, then the work request will be disapproved. If any use other than storage is desired, then the work request will read "REIMB Modernize construct second floor", as an example. As they create additional space, they must be approved by IMCOM prior to execution (including the purchase of mezzanines as supply transactions). Once approved, complete plans and specs shall be prepared meeting all applicable codes and regulations.
4. Storage Shed. It is strongly encouraged that the requesting unit submits a DA 4283 requesting the real property construction of a permanent storage facility instead of a temporary solution. Master Planning must be included in the clearance process for all work orders requesting a storage building. The only Storage Sheds permitted are those that meet the following criteria. All others are prohibited. Building numbers are not issued for personal property.  
Criteria – all must be satisfied in order for Storage Shed to be used:  
Listed on Personal Property Hand Receipt  
Located in Industrial Land Use area (for example, Motor Pool)  
Only one per Motor Pool facility group  
Cannot reduce the available organizational parking  
Size of container not to exceed 10'x12'. Multiple structures may not be used to bypass the 10'x12' requirement.  
No utilities or extension cords from Real Property, including no HVAC  
Storage use only.  
Does not require or use a slab foundation, but may have a self contained foundation.
5. Relocatable Building. Customer's desiring relocatable buildings must attain IMCOM approval prior to submitting a FB Form 4283 for site approval. The "Relocatable Building Request Worksheet" is required by IMCOM. If approved by IMCOM, the customer will fund all site work and tails associated with the relocatable building.
6. Construction of open shelters will not have water, sewer, electric, mechanical rooms, etc.
7. Irrigation Systems.  
New Construction. A 1 year temporary above ground irrigation to establish landscape and is maintained by the General Contractor is permitted. The irrigation system will not be maintained by DPW. After the 1 year temporary irrigation



period, the system will be removed. MILCON projects will include removal. Minor Construction projects will include removal, funded by the same source as the original project funding.

Existing Facilities. Irrigation systems utilizing potable water are absolutely prohibited in accordance with Fort Bragg policies that have been developed to comply with the various Executive Orders and Acts to reduce consumption of potable water. Irrigation systems utilizing non-potable water are authorized in accordance with Fort Bragg policies that have been developed to comply with the various Executive Orders and Acts. Backflow devices are required. Irrigation laws must be complied with. Examples on non-potable irrigation systems are rain water harvesting, and grey water re-use. However, DPW does not maintain irrigation systems. Installation and maintenance are a unit/facility occupant expense.

8. Ceiling Fans. New installation of ceiling fans is not permitted in barracks. Broken ceiling fans will be removed, not replaced or repaired.
9. Window HVAC Requests. Window heating and cooling systems are prohibited in conditioned spaces without approval from DPW. If the unit determines that supplemental HVAC is necessary, the unit will submit a FB Form 4283. The work order will be investigated to determine if a HVAC system upgrade is required. In the rare case that a window unit is authorized, it will be noted on the facility's Real Property Card.
10. Clean Agent Fire Suppression. Clean Agent Fire Suppression in lieu of a pre-action wet system is not an acceptable method for fire suppression. Further discussion can be found in the IDG.
11. Force Protection measures that exceed Regulation requirements will not be allowed. Examples include cipher locks or other special controls on doors, CCTV.
12. Cipher Locks required by Regulation. In anything other than the OMD standard six-pin, small format, interchangeable core (SFIC) lock system is requested, it must be reviewed and approved by the Lock Shop and the Architectural Champ in conjunction with the Unit's Security Officer and the building Key Control Custodian. Should a lock other than a SFIC lock system be allowed, it will be noted on the Key Control Custodian Orders, and the approved access control system must have a key over-ride. All subsequent repair and maintenance is reimbursable.
13. Any requests to deviate from the General Prohibitions (regardless of funding source) shall be in memorandum format, addressed to Chief, Business Operations & Integration Division and signed by an O-6 Commander or GS-15 and endorsed by the requesting organizations Engineering Representative to DPW that attended the annual work order business rules training. The exception request will be submitted with the work order submission package.

## **I. Relocatable Building Request Worksheet** *(Refer to Supplemental Forms Folder)*

<p style="text-align: center;"><b>Relocatable Building Request Worksheet</b></p> <p style="text-align: center;">Project Title and Installation Name: _____, Date _____</p> <p>This worksheet must be submitted for each approval request. This request is to (Check and complete one block below):</p> <p>1. <input type="checkbox"/> <u>Lease relocatable building(s).</u> Relocatable buildings are requested for a period not to exceed ____ years, at an estimated total funded cost (total actual lease, delivery, setup, and removal costs) of \$ ____ (\$000), at ____ (Garrison name, State), using ____ (e.g., OMA, OPA, OMD, RDT&amp;E, AWCF) funds.</p> <p>2. <input type="checkbox"/> <u>Purchase relocatable building(s).</u> Relocatable buildings are requested for a period not to exceed ____ years, at an estimated total funded cost (total actual purchase, delivery, and setup costs) of \$ ____ (\$000), at ____ (Garrison name, State), using ____ (e.g., OMA, OPA, OMD, RDT&amp;E, AWCF) funds.</p>
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## **J. Supplemental Maintenance**

Customers are reminded that the real property (infrastructure) belongs to the Fort Bragg DPW. As such, only the DPW is allowed to provide maintenance/sustainment. If occupants desire an above common level of support maintenance, it is at their expense and only through self contracting from the DPW. If the occupant contracts for maintenance/sustainment of a facility, DPW will no longer provide any sustainment for that property. For example, if the occupant contracts for HVAC maintenance and repairs, they will also be responsible for all mold, carpentry, electrical and plumbing repairs within the same facility. OMD will review all reimbursable maintenance service contracts.

## **K. Supply Pick Up**

1. Only DA Civilians, Active Duty or Reserve component military members may sign for and pick up supplies purchased through the DPW. Their valid Common Access Card (CAC) must be shown. The person picking up supplies must be designated on a current DA Form 1687.
2. Only Government Owned Vehicles or GSA with Government license plates may be used to transport supplies from DPW.
3. Supplies can only be picked up during established times, as posted in the Procurement Branch office.

## **L. Self-Help Paint Procedures**

1. Only FSBP can request paint for barracks.
2. Self-help paint will be requested on a self help paint request, reviewed by an OMD Engineer Tech and a Demand Maintenance Order (DMO) will be created if approved through the Operations and Maintenance Division (OMD). For buildings constructed prior to 1987, contact Asbestos/Lead Base Paint Manager (Bruce Billings at 432-3564 ext 318) to confirm that lead base paint is not a concern.
3. OMD will provide the customer with a copy of the "Self-Help Painting Rules" handout when confirmation of the DMO creation is sent.
4. OMD Procurement will verify if "reuse" paint is available through the HazMat Re-Issue Point in the Recycling Center. If available, "reuse" paint will be utilized.
5. Maximum quantity of self-help paint (20 gallon max) (1 GAL covers 300 SF).
6. Ensure compliance with "Self-Help Painting Rules" handout.
7. Quality Assurance (QA) will be executed when the requestor has completed the painting.
8. QA will be executed in accordance with the existing OMD QA procedures. The random 4% selection will apply to painting self-help requests.

## **M. Omitted**

## **N. Standardized Cost Estimate Based on FY14**

Fencing (6' security fence with three strands on concertina): \$17/LF

Generic Cosmetic Renovation (paint, flooring, upgrade electrical, suspended ceilings)

Barracks: \$500/room

Admin: \$200/SF

Upgrade HVAC (new equipment with controls): \$3000/ton for large systems or \$5000/ton for smaller system. Mini-Split: \$2,500/ton

Upgrade Lighting (T-12 to T-8): \$150\$250/fixture

Upgrade Electrical (panel increase): \$4\$8/amp (Tails)

Install Complete Electrical Outlet from the panel (Complete Branch Circuit): \$300\$375/outlet

IT,Comms Cat 5E/6E \$15 LF

Door

Replacement (door, lock set): \$700/door

Replacement (frame, door, lock set): \$1000/door

New (cut hole, frame, door, lock set): \$1800/door

X09 Security Lock (Lock only): \$2500

Re-Key Lock Set (Material & Labor): \$75.00

Painting (wall prep, 1 coat primer, 2 coats color): \$2 - \$3.00/SF

Repair Roof: Asphalt Shingle: \$2.14\$2.50/SF

Extend Parking Lot (prep, asphalt, striping): 400SF/parking space=\$1000\$2100/parking space  
Thermoplastic Marking:\$2.50 LF

Sign's (Redwood): Reface \$2300, New \$3000

Portable Arms Room (RMAG, slab, comms, electrical)

Small: \$17,000/facility (includes comms)

Large: \$50,000/facility + comms

Drywall Partitions, 5/8" fire rated 2"x4" metal studs on 16" center: \$6/SF

Water closet floor mount: \$1330 each

Acoustical Ceiling 5/8" mineral board tile 24"x24" w/grid: \$5/SF

Flooring VCT W/cove base (Demo & Install): \$7.00

Concrete Sidewalk (Demo, Earthwork, Form, Finish): \$500 CUYD

Concrete Demo (only) \$2.50 SQFT

Eyewash: \$2500

Asbestos Abatement: \$5 SF

Sound Systems: \$25,000.

Open Shelter's: \$40.00 SF (No utilities)

LED Sign's (Two sides): \$50,000.

Carpet Squares (Remove, Install): \$32. SQYD + Cust = Reimb.

Mold Remediation (Drywall): \$3.00 SQFT

Segmental Retaining Wall: \$20.00 SQFT

Locker Room/Shower/Equipment Staging Area: \$200/SF (Without tails)

# O. Reimbursable Policy

IMBG-PWB

1 October 14

MEMORANDUM FOR RECORD

SUBJECT: FY15 Reimbursable Policy

1. Purpose. To provide guidance as well as establish policy and responsibilities for funding of requests processed by the Directorate of Public Works (DPW). Examples of requests include, but are not limited to, Non-Fair Wear and Tear (NFWT) repairs, services above the IMCOM funded capability levels, real estate transactions, leased space, spill and hazardous waste clean-ups, utilities, renovation, construction projects, and installed equipment that is directly related to the mission/purpose of the using organization.
2. Applicability. This Directorate of Public Works (DPW) policy applies to all units that occupy Real Property facilities on Fort Bragg and its sub-installations.
3. General. Reimbursable refers to the requirement for a customer to pay for the execution of a request. The requirement for a customer to fund the execution of a request is based on IMCOM Narrative Funding Guidance, Support Agreements (ISSAs) and other applicable directives and regulations. In accordance with AR 420-1, public works activities will require reimbursement for all levels of support that are tenant unique; that is, costs that are attributable to the tenant and the tenant is able to influence directly or which exceed established Army-wide levels of service. Mission driven facility sustainment, restoration and modernization projects are reimbursable to include any design costs, pre-award costs, the costs to award the contract and any quality assurance or supervision & administrative (S&A) costs charged by the executing agency.
4. Engagement of a Request. In order to engage DPW services, a customer must provide funding as follows based on the Rough Order of Magnitude (ROM) range estimate.

<u>ROM Range</u>	<u>Engagement Fee</u>
\$1-\$2,500	full amount of ROM
\$2,500-\$25,000	\$ 3,500.00
\$25,001-\$300,000	\$ 5,600.00
\$300,001-\$500,000	\$ 9,645.00
\$500,001-\$1M	\$11,093.00
\$1M+	\$13,858.00

Once the customer has notified DPW of their intent to provide the required funds, funding transactions will occur as follows:

- a. GFEBS Environment.
  - (1) The customer will be provided a WBS Element.
  - (2) The customer's RM will enter LOA and fund WBS element.
  - (3) The customer will provide the FMBB # to DPW.
  - (4) Adjustments required will be made at project award.

- b. Non-GFEBS Environment.
  - (1) Customer's RMO provides a MIPR.
  - (2) Adjustments required will be made at project award.

No work effort will be performed on reimbursable requests until the Engagement Fee is received. The Engagement Fee will be used toward the execution of the request. For construction projects, this generally means that the fee will be applied toward the Corps of Engineer (COE) Pre-Award fees. Depending on the level of service requested, the Pre-Award fee may be greater than the Engagement Fee. The Customer is required to fund the full Pre-Award required by COE.

5. DPW Manpower Expended. Non-Army customers that are funding reimbursable work are also required to fund the planning, development, inspection and contract administration of their request IAW their ISSA. Reimbursable customers must fund the overtime labor associated with the request prior to labor being expended.

6. Work Order File Management. Reimbursable work orders that have not been funded will be maintained in files for only one fiscal year. If the customer desires to re-engage DPW at a later time, then a new work order will be required.

7. The point of contact for this policy is Mrs. Monica A. Stephenson, [monica.a.stephenson.civ@mail.mil](mailto:monica.a.stephenson.civ@mail.mil), Chief, Business Operations & Integration Division.

//original signed & on file//  
GREGORY G. BEAN  
Director of Public Works

## **P. Reimbursable Project – Customer Acknowledgement of Tails**

IMBG-PWB

01 October 14

### MEMORANDUM FOR RECORD

SUBJECT: Reimbursable Projects - Customer Acknowledgement of Responsibilities

1. Purpose. To formalize that the customer is aware of applicable policies and responsibilities for reimbursable projects, and their requirement to comply with them.
2. Approval Requirements. The customer may not coordinate the execution of a project through a contracting vehicle without DPW's written approval. No contract in or impacting Real Property is to be awarded without a signed, dated, and approved DA Form 4283. Contracts without the proper approval are to be terminated.
3. Infrastructure Requirements. The project must include code compliant utilities to support the proposed construction at the customer's expense. The customer's design agent is responsible for performing all coordination with the Privatized Partner or Army's designated executor necessary to assure that existing utilities have sufficient capacity.
4. As a result of the project \_\_\_\_\_ (insert DA Form 4283 number), the

## Q. Pre-award Details

Pre-award is set by the Army Corps of Engineers for a calendar year.

Pre-award is an estimate of total costs incurred for: project initiation, Scope Refinement (note: NOT scope development from little or no information), site visits, meetings for clarification of scope, preparation of paperwork (to include RFP, IGE, Pre-negotiation Objective Memo (POM), Post negotiation objective memo (PNM)), development of DD2579, legal review, PDT acceptance meeting, Contracting execution (Bid bonds, paperwork to award, etc.), negotiations, setting up funding, coordination.

Unused pre-award will be returned to the funding source for any given FY by COE. If the project is desired for award in a different FY, pre-award will be required depending on level of effort that remains with funds supplied during the FY of contract award. In other words, pre-award funds can only be expended within the FY of funding. Remaining pre-award cannot be carried forward to subsequent FYs. Pre-award process for SAS: Customer will provide DPW the pre-award funds (aka Engagement Fee). DPW will execute preliminary tasks, as workload allows, and take the project to an Assignments Meeting. If the human resource capacity exists, a Project Manager will be assigned. The PM will contact the Customer to establish finalized requirements and discuss the best contracting vehicle options. Once the best contracting vehicle option is determined between the Customer and PM, the Customer will adjust the pre-award to the vehicle and have the option to retract the original Engagement Fee and send the correct pre-award amount to SAS.

Pre-award process for SAW: Customer MIPRs desired contracting vehicle's pre-award directly to SAW and copy furnishes DPW Reimbursable Coordination email account. The MIPR to SAW is considered the same as an Engagement Fee being received by DPW, and the same Reimbursable process is followed.

JSOC/SOTF are to contact Debbie Willis Matt Black, Cindy Edens, Sam Colella, Rhonda Wiggins & Kendra Whaley

All of USASOC are to contact Mark Dilandro, Jan Brodmerkel, Janelle Mavis, Cindy Edens, Sam Colella, Rhonda Wiggins & Kendra Whaley

Email addresses:

[Samuel.J.Colella@usace.army.mil](mailto:Samuel.J.Colella@usace.army.mil); [Debra.K.Willis@usace.army.mil](mailto:Debra.K.Willis@usace.army.mil);  
[Matthew.Black@usace.army.mil](mailto:Matthew.Black@usace.army.mil); [Cindy.A.Edens@usace.army.mil](mailto:Cindy.A.Edens@usace.army.mil);  
[Rhonda.S.Wiggins@usace.army.mil](mailto:Rhonda.S.Wiggins@usace.army.mil); [Kendra.L.Whaley@usace.army.mil](mailto:Kendra.L.Whaley@usace.army.mil);  
[Mark.R.Dilandro@usace.army.mil](mailto:Mark.R.Dilandro@usace.army.mil); [Jan.P.Brodmerkel@usace.army.mil](mailto:Jan.P.Brodmerkel@usace.army.mil);  
[Janelle.M.Mavis@usace.army.mil](mailto:Janelle.M.Mavis@usace.army.mil); [John.T.Hill@usace.army.mil](mailto:John.T.Hill@usace.army.mil)

To ensure effective communications, project status will be reviewed as a joint DPW/SAW effort at a quarterly customer meeting.



## R. RFF FORM

Dear Customer,

The subject work order has been determined to be the customer's responsibility to fund. If you would like to discuss this determination, please email the DPW Reimbursable Coordination email account, [usarmy.bragg.imcom-atlantic.mbx.dpw-reimbursable-coordination@mail.mil](mailto:usarmy.bragg.imcom-atlantic.mbx.dpw-reimbursable-coordination@mail.mil) Subject: WO# Reimb Determination.

DPW requires that an Engagement Fee be paid before further action is taken on your work request. Please email the DPW Reimbursable Coordination email account when your Engagement Fee is available to either send a MIPR or to request a WBS element for your Resource Manager to allocate funds on. To: [usarmy.bragg.imcom-atlantic.mbx.dpw-reimbursable-coordination@mail.mil](mailto:usarmy.bragg.imcom-atlantic.mbx.dpw-reimbursable-coordination@mail.mil) Subject: WO# WBS requested or Subject: WO# Engagement Fee FMBB/MIPR.

Rough Order of Magnitude Range: \$\_\_\_\_\_ - \$\_\_\_\_\_

Engagement Fee Required: \$\_\_\_\_\_

Expect to be contacted by a Project Manager (PM) approximately 45 days after your FMBB/MIPR is emailed to the DPW Reimbursable Coordination email account, Subject: WO# Engagement Fee FMBB/MIPR. The PM will work with you to determine the best strategy for your project's award. Once the price commiserate with your strategy has been determined, then your RM can adjust the WBS/MIPR to the correct amount, and DPW will process the funds.

### Reference information:

- ❖ Email FMBB # or MIPR to DPW Reimbursable Coordination:  
[usarmy.bragg.imcom-atlantic.mbx.dpw-reimbursable-coordination@mail.mil](mailto:usarmy.bragg.imcom-atlantic.mbx.dpw-reimbursable-coordination@mail.mil)
- ❖ ROM questions or clarifications should be directed to:  
Mark Paugh [mark.a.paugh2.ctr@mail.mil](mailto:mark.a.paugh2.ctr@mail.mil) Phone: 910-396-1699 or  
Mike McCoy [michael.l.mccoy2@us.army.mil](mailto:michael.l.mccoy2@us.army.mil) Phone: 910-396-1220

<b><u>Rough Order of Magnitude (ROM) Range</u></b>	<b><u>Required Engagement Fee</u></b>
\$0-\$2,500.00	Full amount of ROM
\$25,000.00 and under	\$3,500.00
\$25,001. - \$300,000.	\$5,600.00
\$300,001. - \$500,000.	\$9,645.00
\$500,001. - \$1M	\$11,093.00
\$1M+	\$13,858.00
Any Advanced Pay Project Amount	Full Project Cost + Service Agreement

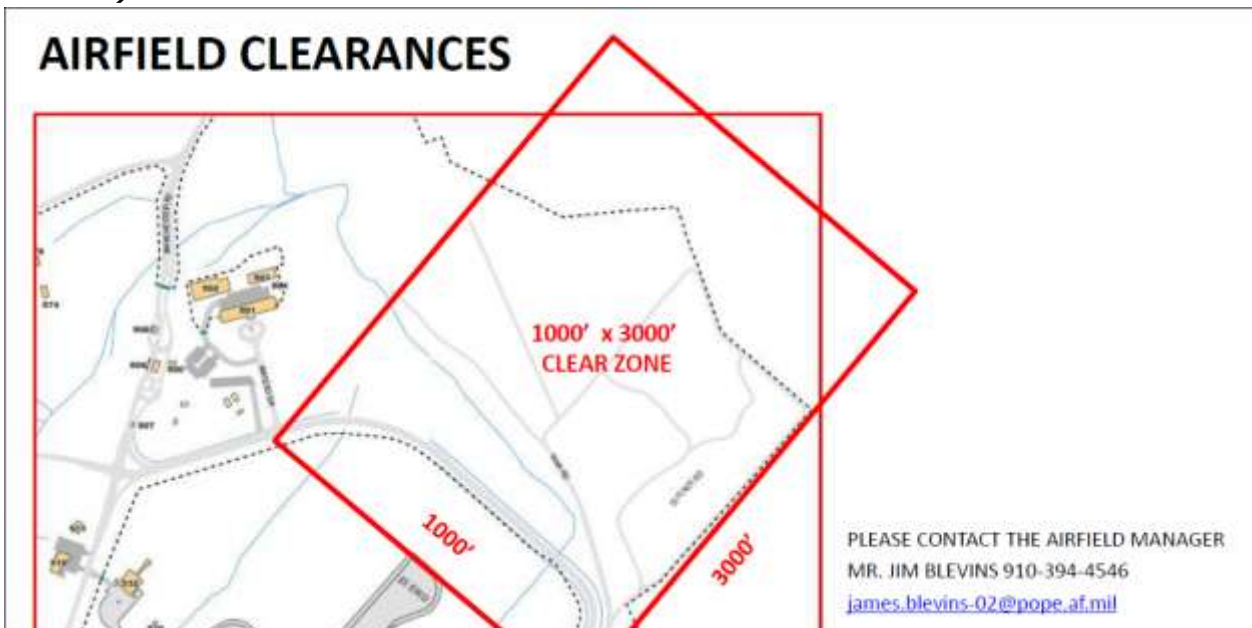
**S.** Omitted

**T.** Omitted

## **U. Preliminary Tasks Checklist – FY15**

PRELIMINARY TASKS CHECKLIST			
PROJECT NUMBER	FACILITY NUMBER	SHORT JOB DESCRIPTION	
cProject /GFEBS Number	ORGANIZATION	CUSTOMER POC INFORMATION	
DPW CSR	DPW PM	DPW COR	
WORK ORDER PRELIMINARY TASKS			
DATE	TASK DESCRIPTION	YES	NO
	<b>1 Chief CSB assigns an ENG Tech to execute preliminary task:</b>		
	1.1 BOID Engineer Tech contact Work Order Requestor to determine the following:		
	1.1.1 Is the Scope of Work inclusive?		
	1.1.2 Has similar work request been submitted?		
	1.1.3 Does another project rely on this project being completed?		
	1.1.4 Is there a category code change or construction of a new facility?		
	1.1.5 Does the project require a design?		
	1.1.6 Has there already been any preliminary coordination done?		
	1.2 Are there any tails?		
	1.2.1 Furniture		
	1.2.1.1 Identify the funding source: <input type="checkbox"/> Customer <input type="checkbox"/> Huntsville		
	1.2.1.2 Tail Acknowledgement Letter Signed by:		

## **V. Airfield Clearance Guideline** *(If interested, ask a DPW employee for all three airfields.)*



W. Omitted

X. AT/OPSEC FORM

CONTRACT REQUIREMENTS PACKAGE ANTITERRORISM/OPERATIONS SECURITY REVIEW  
COVER SHEET

Contract / Project Name:

Section I. Purpose of cover sheet: To document the review of the requirements package performance work statement (PWS), quality assurance surveillance plan and any applicable source selection evaluation criteria for antiterrorism (AT) and other related protection matters to include, but not limited to: AT, operational security (OPSEC), information assurance (IA), physical security, law enforcement, intelligence, foreign disclosure. Army policy requirement: a signed AT/OPSEC cover sheet is required to be included in all requirements packages except for supply contracts under the simplified acquisition level threshold, field ordering officer actions and Government purchase card purchases. Command policy may require this form for supply contracts under the simplified acquisition level threshold. Mandatory review and signatures: The organizational antiterrorism officer (ATO) must review each requirements package prior to submission to supporting contracting activity to include coordination with other staff review as appropriate per section II below. If the requiring activity does not have an ATO, the first ATO in the chain of command will review the contract for AT considerations. An OPSEC officer review is also mandatory.

Section II. Standard Contract Language/Provision/Contract Clause Text Applicability and/or Additional PWS Language. **If the standard contract or clause language text found on PAGE 2 of this form is sufficient to meet specific contract request requirements**, select "yes" in block below and include this language in the PWS. If standard contractual text (provisions or clauses) or clause language does not apply, check "NA." If the standard PWS language applies, but is not in itself sufficient, check "yes" and in "PWS" column and include both the standard language and additional contract specific language in the PWS. If standard contractual text or clause language is not desired, but there is related contract specific language in the PWS, check "no" and "PWS."

	Antiterrorism Officer	OPSEC Officer	Additional PWS Language
1. AT level 1 training (general)	No	No	NA
2. AT awareness training for US based contractor personnel traveling overseas	No	No	NA
3. Access and general protection policy and procedures.	Yes	Yes	NA

Y. Real Property Record Change Request Form *(to be filled out by DPW employee)*

Real Property Record Change Request Form

Section I. Request Information

Date of Request:

Name of Person making the Request:

Phone:

Email:

Branch:

Facility Number:

Asset/Facility Name:

RPUID (if known):

Street Address:

Is this issue considered Urgent, requiring immediate attention?

☐ Yes

☐ No

If Yes, please explain why:

Is this a single-use or multi-use asset? (i.e. is there more than one CATCODE in the building)

☐ Single Use

☐ Multi-Use

Section II. Facility Record Change Request

Please indicate the type(s) of information in the Real Property record requiring correction:

"X"	Specific data/info to be replaced	New correct data/info
<input type="checkbox"/> UIC Space Assignment (5 digit code) (current user of the facility)		
<input type="checkbox"/> Current Use CATCODE		

## Z. Omitted

## AA. LEED Checklist *(If interested, ask DPW employee for full list)*

Fort Bragg OMA/SRM-R LEED® Checklist			
LEED reference document: <a href="http://www.usgbc.org/ShowFile.aspx?DocumentID=8874">http://www.usgbc.org/ShowFile.aspx?DocumentID=8874</a>			
<b>Project #:</b>  <b>Bldg. #:</b>		<b>Project Name:</b>  <b>PM:</b>	
		<b>FB LEED 3.0 COLUMN LEGEND</b> R Required (if credit falls within scope of project) P Preferred (ranked, with 1 being most preferred) X Not permitted	
Sustainable Sites		Pts	Summary (always refer to reference document for specific requirements)
Credit 1	Site Selection, p. 1	1 to 5	No development in areas defined by reference document
Credit 2	Development Density and Community Connectivity, p. 4	6	Located in community w density of 60,00/sq feet/acre, OR located within 1/2 mile of services in reference document
Credit 3.1	Alternative Transportation—Public Transportation Access, p. 6	6	Project within 1/2 mile of train station or 1/4 mile of bus stop
Credit 3.2	Alternative Transportation—Bicycle Storage and Changing Rooms, p. 7	2	Bicycle racks & showers at rate in reference document

*(If interested, ask DPW employee for full list)*

OMA/SRM-NC LEED® Checklist			
LEED NC reference document: <a href="http://www.usgbc.org/ShowFile.aspx?DocumentID=8868">www.usgbc.org/ShowFile.aspx?DocumentID=8868</a>		Updated 10/31/2012	
TO BE COMPLETED BY DPW PROJECT MGR		<b>FB LEED 3.0 COLUMN LEGEND</b> R Required (if credit falls within scope of project) P Preferred (ranked, with 1 being most preferred) X Not permitted	
<b>Project #:</b>  <b>Bldg #:</b>		<b>Project Name:</b>  <b>Project Mgr:</b>	
	Sustainable Sites	Pts	Requirements (always refer to reference document for specific requirements)
Prereq 1	Construction Activity Pollution Prevention, p. 1	R	Create/implement erosion & sedimentation control plan
Cr 1	Site Selection, p. 2	P 1	No development of bldg/hardscape/roads/parking lots on inappropriate sites as described in the reference document
Cr 2	Development Density and Community Connectivity, p. 3	5	Build on previously developed site AND density of 60,000 sq ft/acre (net) OR within 1/2 mile of items outlined in ref. doc.
Cr 3	Brownfield Redevelopment, p. 5	1	Develop on documented contaminated site
Cr 4.1	Alternative Transportation—Public Transportation Access, p. 6	6	Located within 1/2 mile of rail/subway, or 1/4 mile of 2+ bus line stops
Cr 4.2	Alternative Transportation—Bicycle Storage and Changing Rooms, p. 7	1	Bike racks in combination with shower/changing facilities
Cr 4.3	Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles, p. 8	3	Preferred parking for low-emitting/fuel-efficient vehicles
Cr 4.4	Alternative Transportation—Parking Capacity, p. 10	2	Reduced or no new parking; preferred parking for car/van pools



## BB. RFA Process, Decisions, Forms, and Timeline *(If interested, ask DPW)*

### **RFA Process Business Rules** (Draft 3.0)

PROCESS AS OF 2 Jan 2013

FILE LOCATION: UP\_RT\_0300 – RFA BUSINESS RULES (3.0)

1. GENERAL: The RFA process is designed to ensure RFA(s) are processed in a timely manner and identify personnel responsible for RFA execution. All RFA (s) submitted to DPW will be executed within a 30 (**business**) days time period (unless circumstance do not allow for 30 (**business**) days processing). RFA's require coordination with several divisions, branches and technical representatives before a contract modification can be established. It is important to ensure that the RFA process is followed to ensure timeliness of RFA execution. The RFA Timeline overview and Standard RFA Process Schedule are show in Appendix A.
2. UTILITY PARTNER/GOVERNMENT PROJECT MANAGER COORDINATION FOR REQUESTS FOR ACTION.

The Government Project Manager (PM) shall request Utilities Privatization Contractor (UP) Services for Project/RFA. UP POC(s): SUS: Jeff Brown, 910.396.6339, ONUS: Jimmy Coats, 910.495.1311. The UP Contractor shall assign a UP Engineer to Project/RFA. The UP Contractor shall establish a RFA number for each service request. The RFA shall be in

## CC. FY15 Self Contracting Annual Agreement *(If interested, discuss at a Customer Meeting)*

IMBG-PWB

01 October 14

MEMORANDUM FOR RECORD

SUBJECT: FY15 Self Contracting Management Style Acknowledgement

1. Purpose. To provide guidance and responsibilities for Permission Only Management Style of projects.

2. Applicability. This FY15 Self Contracting Management Style Acknowledgement applies to all units occupying Real Property on Fort Bragg or any of its sub-installations.

## DD. FY15 Self Contracting Individual Project Agreement

IMBG-PWB	01 October 14
MEMORANDUM FOR RECORD	
SUBJECT: FY15 Self Contracting Management Style - Customer Acknowledgement of Responsibilities	
DA Form 4283 number: _____	
Project will be funded by: _____	
Contracting Agency: _____	
Completion timeframe requirements: _____	
Will the project construct a new facility or change a category	

## EE. FY15 Self Contracting Customer Provided Project Completion Data

<b>FY15 Self Contracting Management Style Customer Provided Project Completion Data</b>	
DA Form 4283 number: _____ Title: _____	
Memo For: _____	Date: _____
DPW POC: _____	Suspense: _____
DPW has agreed for subject project to have the "Permission Only" management style. DPW is required to monitor, track, and record all changes made to Real Property. Provide the following data so DPW can track the project to completion. "Completion" is defined as satisfactory service through the end of the one-year warranty period.	
Contract No. _____	Contractor _____

## FF. FY15 Self Contracting Recommendation

<i>Self Contracting Recommendation</i>	
Date _____	Reception
<input type="checkbox"/>	4283 package completed
<input type="checkbox"/>	Contracting Agency _____
<input type="checkbox"/>	PM _____ Qualifications: _____
<input type="checkbox"/>	QA _____ Qualifications: _____
<input type="checkbox"/>	COR _____ Qualifications: _____
Date _____	CSB Recommendation
Contracting Agency	YES NO
PM	YES NO
QA	YES NO
COR	YES NO


## GG. FY15 Troop Construction Individual Project Agreement

IMBG-PWB	01 October 14
MEMORANDUM FOR RECORD	
SUBJECT: FY15 Troop Construction –Engineer Unit and Customer Acknowledgement of Responsibilities for Individual Project	
DA Form 4283 number: _____	
Unit Executing the Troop Construction: _____	
Project supplied and equipment will be funded by: _____	
Completion timeframe requirements: _____	
Will the project required a contract in order to be complete and usable?	
<u>Yes</u> <u>No</u>	
<del>Will the project construct a new facility, change a facility use, or increase Gross Sq Footage?</del>	

## HH. Troop Construction Progress Review

Troop Construction Progress Review	
Memo For: _____	Date: _____
DPW POC: _____	Suspense: _____
Project Number: _____ Title: _____	
<p>DPW has agreed for subject project to be executed as "Troop Construction". DPW is required to monitor, track, and record all changes made to Real Property. The actual Engineer unit must provide the following data so DPW can track the project to completion. "Completion" is defined as satisfactory service through the end of the one-year warranty period.</p> <p style="text-align: center;">             _____ Troop,      _____ Contract,      or      _____ Mix of Troop &amp; Contract           </p> <p style="text-align: center;">Troop, project costs to date are:</p> <p>             \$ _____ Labor      \$ _____ Materials      \$ _____ Equip Rental &amp; Fuel      \$ _____ IT           </p> <p style="text-align: center;">If Contract is involved ...</p>	

## II. Troop Construction Quad Chart

UNCLASSIFIED	
<b>Work Order # and Title Here (e.g. EBH Facility Renovation)</b>	
<div style="text-align: center;">  <p>Put a map and/or picture here</p> </div>	<p style="text-align: center; color: red;"><b><u>Requestor Information</u></b></p> <ul style="list-style-type: none"> <li><b>Requesting Unit:</b> <i>Bn, Bde</i></li> <li><b>Location:</b> <i>Bldg #, Street</i></li> <li><b>Requesting Unit's POC:</b> <i>Rank, Name, Phone, Email, include alternate POC if applicable</i></li> </ul>
<p style="text-align: center; color: red;"><b><u>Project Information:</u></b></p> <ul style="list-style-type: none"> <li><b>Background/Problem:</b> <i>Describe the current situation and the desired resolution in as much detail as possible in this block. How will this help the unit and Fort Bragg?</i></li> <li><b>Description of Engineer services needed/Project description:</b> <i>Describe how the Engineer unit can alleviate the problem</i></li> </ul>	<p style="text-align: center; color: red;"><b><u>Project Information:</u></b></p> <ul style="list-style-type: none"> <li><b>Estimated Costs:</b> <i>Cost of materials, describe how this was calculated, include a short description of materials</i></li> <li><b>Required Timeline:</b> <i>What is your target completion date? What is your latest possible completion date?</i></li> <li><b>Requested Construction Unit (check one)</b> <div style="margin-left: 20px;"> <input type="checkbox"/> 20<sup>th</sup> Engr    <input type="checkbox"/> 249<sup>th</sup> PP    <input type="checkbox"/> Other (specify)           </div> </li> </ul>
GET THERE!	

## JJ. Omitted



**KK.** Omitted

**LL.** Omitted

**MM.** Omitted

**NN.** Omitted

**OO. SAS Service Cost Listing 2014** *(If interested, ask your Project Manager)*

FOR EXTERNAL USE ONLY		Reimbursable Service Cost 2014 (Ft Bragg)				
CONSTRUCTION CONTRACTS						
DIVISION	Mini 8a	SATOC TASK ORDERS				
	\$25K to \$300K	Less Than \$300K	\$300K to \$500K	\$500K to \$1 Mil	Greater Than \$1Mil	
Develop (SOW/IGE)	(Additional cost)	(Additional cost)	(Additional cost)	(Additional cost)	(Additional cost)	
Base Fee	\$4,600	\$5,600	\$9,645	\$11,093	\$13,858	
DIVISION	SATOC				Sole Source 8(a)	
	PPT	One Phase D-B	Two Phase D-B			
Engineering Develop SOW	(Additional cost)	(Additional cost)	(Additional cost)	(Additional cost)		
Base Fee	\$67,331	\$67,572	\$101,414	\$35,789		
DIVISION	MATOC					
	Task Order OMA	Task Order MILCON/COS	PPT	One Phase	Two Phase	
Engineering Develop SOW	(Additional cost)	(Additional cost)	(Additional cost)	(Additional cost)	(Additional cost)	
PEER Review	(Additional cost)	(Additional cost)	(Additional cost)	(Additional cost)	(Additional cost)	
Base Fee	\$38,759	\$38,009	\$88,705	\$96,692	\$127,558	
DIVISION	100% DESIGN		DESIGN BUILD		FEAS-BID	

## PP. Construction Pathways

Contracting Agency	Contracting Vehicle	Costs Pre-Awd	Costs Const.	Costs S&A	Design Required	Notes
COE/SAS	Roofing IDC	Yes	Yes	Yes	Replace in Kind=0 Changes=100%	Roofing projects typically are bundled with other projects to reach dollar threshold
COE/SAS	Paving IDC	Yes	Yes	Yes	New Projects	Paving done as a overlay has no design cost, v.s a new parking lot will require a design.
COE/SAS	MATOC	Yes	Yes	Yes	100% Design	Multiple contractor competition
COE/SAS	SATOC	Yes	Yes	Yes	35% Design and Design/Built	Construction between \$100K-\$4Mil and be prepared for top dollar cost. No contractor competition
COE/SAS	Mini 8A	Yes	Yes	Yes	NO Design Required	\$25k to \$300k
MICC	MATOC	no	Yes	No	100% Design	Multiple Contractor competition. DPW executes QA.
MICC	Open Comp.	no	Yes	No	100% Design	Full Open Contractor competition (Invitation for Bid). DPW executes QA.
MICC 8A	Set Aside	no	Yes	No	100% Design	Hub Zone/8 A /Veteran i.e, Open or Single Contractor competition. DPW executes QA.
MICC	Construction	no	Yes	No	NO Design Required	\$2.5K-\$25K Multiple Contractor Competition. DPW executes QA.
COE/HND	HVAC/ESPC	Yes	Yes	No	100% Design	Energy project construction vehicle . DPW executes QA.

**QQ.** Omitted














































**RR.** Omitted

# Senior Engineer List

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 <b>USACAPOC</b> ☆☆☆☆ LTC Cox SGT McGivern	 <b>108th ADA BDE</b> ☆☆☆☆ CPT Nilsen	 <b>1/82d BCT</b> ☆☆☆☆ 2/82d BCT	 <b>3/82d BCT</b> ☆☆☆☆ 4/82d BCT	 <b>SOTF</b> ☆☆☆☆ MAJ Holman Mr. Whatley	 <b>43rd AG</b> ☆☆☆☆ Mr Laras Mr Brown	 <b>DENTAC</b> ☆☆☆☆ <b>DFC</b> Mr Young Asst Chief McCamitt	 <b>Chaplain</b> ☆☆☆☆ LTC Williams MAJ Caitlin MSG West	 <b>USAFKSWCS</b> ☆☆☆☆ Mr Bright	 <b>ARSOAC</b> ☆☆☆☆ LTC Murphy MSG Clark	 <b>1st SFC</b> ☆☆☆☆ LTC Gerald CPT Chinn Mr. McDavitt
 <b>44th MED BDE</b> ☆☆☆☆ MAJ Carr	 <b>82d SUST</b> ☆☆☆☆ MAJ Black CPT Koziol SFC Webster	 <b>GISA</b> ☆☆☆☆ Ms Foster Mr Gaines Mr McCormick	 <b>18th ASOG</b> ☆☆☆☆ LTC Slaton Mr. Paynter	 <b>JPRA</b> ☆☆☆☆ LTC Hawkins MSG Evers Mr Oglesby	 <b>406th AFSB</b> ☆☆☆☆ LTC Navarro Mr Phillips, Mr Dunlap Mr Barbary, Mr Gloston Mr. Roberts	 <b>AAFES</b> ☆☆☆☆ Mr James Ms Dewberry	 <b>DECA</b> ☆☆☆☆ 3d SFG MAJ Sanborn 1LT Spencer SFC Page	 <b>MISOC</b> ☆☆☆☆ Mr O'Donnell	 <b>528th SUST</b> ☆☆☆☆ LTC Gerald CPT Chinn Mr. McDavitt	
 <b>525th BFSB</b> ☆☆☆☆ MAJ Simmons 1LT Darnley SSG Spurs	 <b>20th ENG BDE</b> ☆☆☆☆ LTC Ford CPT Hermiller CW3 Taitague	 <b>Golden Knights</b> ☆☆☆☆ MAJ Groulx	 <b>342 TRS</b> ☆☆☆☆ CPT Brown Mr Kaster	 <b>21 STS</b> ☆☆☆☆ Mr Orpen Sgt Panciera SrA Lundby	 <b>LRC</b> ☆☆☆☆ Mr Nauck	 <b>139th INF REG (NCNG)</b> ☆☆☆☆ LTC Cook LTC Newton MAJ Caldwell	 <b>ASOTD</b> ☆☆☆☆ LTC Van de Hey	 <b>95th CA BDE</b> ☆☆☆☆ MAJ Jones Mr Epps	 <b>528th SUST</b> ☆☆☆☆ LTC Gerald CPT Chinn Mr. McDavitt	
 <b>16th MP BDE</b> ☆☆☆☆ MAJ Bennett 2LT Candlish	 <b>83rd CA BN</b> ☆☆☆☆ MAJ Driscoll	 <b>4th ROTC BDE</b> ☆☆☆☆								
 <b>50th Signal BN</b> ☆☆☆☆ MAJ Immartino LT Mitchell										

FORT BRAGG DPW CUSTOMER TRACKER

As of 10/9/14

## FORT BRAGG DPW CUSTOMER TRACKER

As of 10/9/14